DOCUMENT RESUME

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ABSTRACT

This procedures manual provides a list of relevant reference tools, as well as procedures and criteria for (1) document acquisition and assignment, (2) descriptor and identifier control files, and (3) program and human resources files. The appendices include examples of a document resume, a program resume, and a human resources resume. (JEG)

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KEDDS
(Resource Component)
Manual

Processing Kansas Files for Computerized Retrieval

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

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Resource Component
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IR006643

KEDDS Publication
No. 2

Reference Tools

- Kansas Document (KD) Accession Number Book
- Kansas Document Cataloging Checklist
- Kansas Document Title File (Original Cataloging Checklist)
- Kansas Document Resume File (Typed Copy of Resume)
- Kansas Document Microfiche (MF) Collection
- Kansas Descriptor Control File
- Kansas Identifier Control File
- ERIC (Education Resources Information Center) Microfiche (MF) Collection

Document Acquisition and Assignment

I. Screen each document in terms of established criteria:

- *Legible. Reproducible on microfiche.*
- *Complete. All pages included.*
- *Not available from another source.*
- *Substantially adds to knowledge in field; presents new ideas in new/unique context or relects trends in field.*
- *Presents material clearly, substantively, and accurately.*
- *Avoids stereotyping.*
- *Interests users. Supplements programs already in the system.*

– *(If Research) is appropriately designed and reported thoroughly, including information about hypotheses, methodology and results.*

– *(If a Curriculum Guide) is clearly stated and tied to materials and activities; variety and quality is in material; concepts are clearly specified; and are available to general practitioner.*

– *(If a Position Paper) author's position is based on clearly stated evidence. Arguments used are based on logic and supported in reasonable fashion.*

II. Consult Kansas Document Accession Number Book to determine whether document is in KD file

- *Not in* KD *file*
  Assign KD Accession Number and record title, etc., in Accession Number Book

- *In KD file*
  Reject the document

III. Search ERIC file for document

- *In* **ERIC**
  Assign a KD number by the above procedure and note the ERIC number under descriptive notes on resume

- *Not in* **ERIC**
  If of national interest, forward two copies to:

  Education Resources Information Center
  National Institute of Education
  400 Maryland Avenue
  Washington, D.C. 20208

- **If accepted, notify author (personal or corporate) of ERIC number.**

IV. Using the Kansas Document Cataloging Checklist Form — * Prepare Resume

(See Appendix "A" for an example)

Resume Includes

- *descriptors and identifiers*
- *bibliographical data**
- *abstract of document (maximum 1913 characters)*
- *availability information (added to descriptive notes)*
  MF — KSDE
  ERIC -- ED number or sent to ERIC, pending

V. Check descriptor and identifier control files (Note: see rules concerning control files)

- *assign descriptors and identifiers (limit to 10 descriptors and 5 identifiers)*
- *use asterisks preceding major descriptors and identifiers (limit to 5 major descriptors and 1 major identifier)*

* *Kansas documents on deposit at State Library will be processed by State Library Staff, all other documents, by the KEDDS Resource Component staff.*

VI. **Submit information to Data Processing Center for keying in**

VII. **Write resume on computer tape**

VIII. **File typed copy of resume in KD Accession File.**

IX. **Affix KD Accession Number to original document if it is to remain in-house.**

X. **Reproduce document of wide reader interest (including resume) on Microfiche**

Exceptions: not reproducible or already in ERIC

XI. **File in Kansas Document Microfiche Collection**

XII. **Shelve document in KEDDS Resource Center or return to original source.**

Descriptor and Identifier Control Files

The descriptor and identifier control files are the acceptable subject terms used in the Kansas Document file. The primary sources of these terms are the ERIC Thesaurus and the list of State Agencies in Kansas.

- *maintain control files on 3 x 5 catalog cards*
- *add terms systematically to the control files, subject to approval by the standing committee*

Program and Human Resources Files

I. **Assign descriptors and identifiers describing the information on the individual application form.**

II. **Type control card for each descriptor and identifier assigned to application. File cards alphabetically.**

PROGRAM File:

Using application form, prepare and type resume (See Appendix "B" for example)
Resume Includes:

- *target audience (that person or group to which program is pertinent)*
- *name of program, practice, or process*
- *name of program director or contact person and address*
- *descriptors and identifiers*
- *name and address of organizations program originates from (i.e., USD, college/university, AVTS)*
- *abstract (description of program including materials used, financial requirements, adoption criteria)*

HUMAN RESOURCES File:

Using application form, prepare and type resume (See Appendix "C" for example)
Resume Includes:

- *target audience (that person or group to which indicated consultant skills are pertinent)*
- *name and address of human resource (consultant): fee (if any); times available*

- *descriptors and identifiers*
- *name and address of organization employing the consultant (i.e., USD, college/university, AVTS)*
- *abstract (description of skills indicated by the consultant, including experience and educational background in his/her stated areas)*

For Both Files:

I. Submit resume to Data Processing Center for keying in

II. Write resume on computer tape

III. File copy of resume with application form in folder

APPENDIX "A"

Example of Document Resume

RESUME

(KANSAS DOCUMENTS)

KD.. 742 002

PUBLICATION DATE .. 1974

TITLE ..
VOCATIONAL EDUCATION; A HANDBOOK FOR PLANNING, DEVELOPING, AND IMPLEMENTING VOCATIONAL EDUCATION IN KANSAS.

AUTHOR ..
KANSAS STATE DEPARTMENT OF EDUCATION

DESCRIPTORS ..
MANPOWER DEVELOPMENT; *VOCATIONAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; VOCATIONAL TRAINING CENTERS

IDENTIFIERS ..
*EDUCATION, DEPARTMENT OF; KANSAS

DESCRIPTIVE NOTE ..
166 P., AVAILABLE FROM ISSUING AGENCY.

ABSTRACT ..
DESIGNED TO SIMPLIFY INTERPRETATION OF THE STATE PLAN FOR VOCATIONAL EDUCATION FOR THOSE WHO PLAN AND OPERATE VOCATIONAL PROGRAMS. INCLUDES, AMONG OTHER INFORMATION, GENERAL PROVISION FOR ALL TYPES OF VOCATIONAL EDUCATION PROGRAMS; BASIC APPLICATION OF THE PLAN TO PROGRAMS; CRITERIA FOR VARIOUS VOCATIONAL OCCUPATIONAL PROGRAMS; EXPECTATIONS FOR THE VARIOUS EXEMPLARY PROGRAMS AND PROJECTS.

****END OF ABSTRACT****

APPENDIX "B"

Example of Program Resume

RESUME

(KANSAS PROMISING PROGRAMS)

(Target Audience)	Administrators, Teachers, Secondary.
(Personal Data)	Director of Program, Donald E. Jernberg, 650 Highland, Salina, Kansas 67401 913-827-9715
(Name of Program)	Special Vocational Program for the Handicapped.
(Descriptors)	Educational Alternatives; Handicapped Students; Vocational Education; Vocational Education Teachers
(Identifiers)	Local Evaluation; Salina Vo-Tech; Vocational Program for Handicapped
(Organizational) Data	USD #305, AVTS, 2562 Scanlan, Salina, Kansas 67401 913-827-3601
(Abstract)	The primary program goal is to place handicapped persons in jobs in the world of competitive employment. The program offers the following services: work evaluation, job readiness training, vocational training exploration, vocational training, job placement and followup. Financial requirements are approximately $100,000. Training materials include transparencies, cassettes, and handouts. Adoption would require needs assessment to determine feasibility, available funding in accordance with scope, adequate space and settings for job training, business people to contact for job placement, staff members trained to work with the handicapped. Program should be demonstrated on site in Salina. Director available weekends during the school year and summers June 15 to last week of August. References: Wilbur Rawson, Educational Program Specialist (Vocational), Kansas State Department of Education, 120 East Tenth Street, Topeka, Kansas 66612; Eugene Lundgrin, Director, Area Vocational Technical School, 2562 Scanlan, Salina, Kansas 67401.

APPENDIX "C"

Example of Human Resources Resume

RESUME

(KANSAS HUMAN RESOURCES)

(Target Audience)	Administrators, Teachers, Secondary.
(Personal Data)	Donald E. Jernberg, 650 Highland, Salina, Kansas 67401 913-827-9715 Fee, $100 Per Day, Expenses, State Per Diem Available, weekends school year, summers June 15 - last week of August
(Descriptors)	Educational Alternatives; Handicapped Students; Vocational Education; Vocational Education Teachers
(Identifiers)	USD #305
(Organizational) Data	Director Special Vocational Program, USD #305 and Salina Vo-Tech, 2562 Scanlan, Salina, Kansas 67401, 913-827-3601.
(Abstract)	Job functions include development, coordination and maintenance of all administrative duties connected with the Special Vocational Program for the Handicapped. Related skills encompass conducting needs assessments and developing alternative programs relative to providing vocational program for handicapped youngsters. Has MS in Special Education. Experience includes two years as present program director and five years experience as a staff member KSDE. Has been consultant at workshops both in and out of the State and organized and conducted two and three day workshops for administrators and teachers. References: Wilbur Rawson, Educational Program Specialist (Vocational), Kansas State Department of Education, 120 East Tenth Street, Topeka, Kansas 66612; Eugene Lundgrin, Director, Area Vocational Technical School, 2562 Scanlan, Salina, Kansas 67401.